Navy Marine Corps Intranet (NMCI)
Site Integration Lead Guide

Version 1

JUNE 2003

Prepared by:
NMCI Navy Program Management Office, PMW 164
Space and Naval Warfare Systems Command

Prepared for:
Navy PMO
NMCI Site Integration Lead

RECORD OF DOCUMENT CHANGES

Version #	Date	Changes Included
Version 1.0	June 2003	First Release

If you have questions or suggestions to improve this guide, please contact:

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1   OVERVIEW

1.1.   The NMCI Program utilizes Site Integration Leads (SILs) to help manage the deployment of the NMCI program to Navy sites. Prior to the SIL arriving on site, a significant amount of preparation has occurred between the Customer, Electronic Data System (EDS) and Program Management Office (PMO). The PMO team includes Customer Project Managers (CPMs) working issues at echelon II level Regional Integration Leads (RILs) and Site Integration Leads (SILs) working site issues and Visit Teams (VTs) providing education and CPMs providing Assumption of Responsibility (AOR) readiness assessments.

1.2   SILs are assigned by Site Management Division (SMD) to one of six regions, Northwest, Northeast, Southeast, Southwest, Hawaii or RESFOR. (See diagram). A RIL and EDS counterparts head each region. RILs are also an integral part the Site Integrated Transition Team (SITT), also know as Tiger Teams. Purpose of Site Integration Transition Teams is to standardize methods and processes, resulting in more efficient and productive management of AOR/ Cutover process. As of current, three teams (PNW, CNR and Mid Atlantic) each consist of:

- Site Integration Lead (SIL): Team Lead.
- Customer Technical Advisor (CTA): Intended to solve technical & architecture issues.
- Site Transition Execution Manager (STEM): working RAT list & collection of applications materials.
- Information Assurance Tiger Team (IATT): working LADRA testing & critical applications remediation.
- Information Assurance (IA): working PDS/SIPR issues as well as IATOs/IATCs.
- CPMs will collaborate with the SIL on resolving claimant level issues that arise in the cutover phase

Regional Alignment

Navy Regional Integration Lead = RIL
EDS USMC Region Manager = RDM
EDS Regional Delivery Manager = RDM
EDS Regional Transition Manager = RTM

Northwest

Jim Mosteller / Ty Wernet - RIL
Tom Heckroth - RDM
Rex Barfus - RTM

Hawaii

Jim Sclabassi -- RIL
Steve Wade   -- RDM
Mark Savage -- RTM

Northeast

Capt Kerry Nye - RIL
Robert Pearson - RDM
Mike Filkins - RTM

Southeast

CDR Keith Archbold - RIL
Nancy Beaird - RDM
John Williams - RTM

Southwest

LCDR Rob Blanchard   – RIL
Brian Hammond – RDM
James McCann- RTM

NAVRESFOR MARFORRES

CDR Suzuki – RESFOR RIL
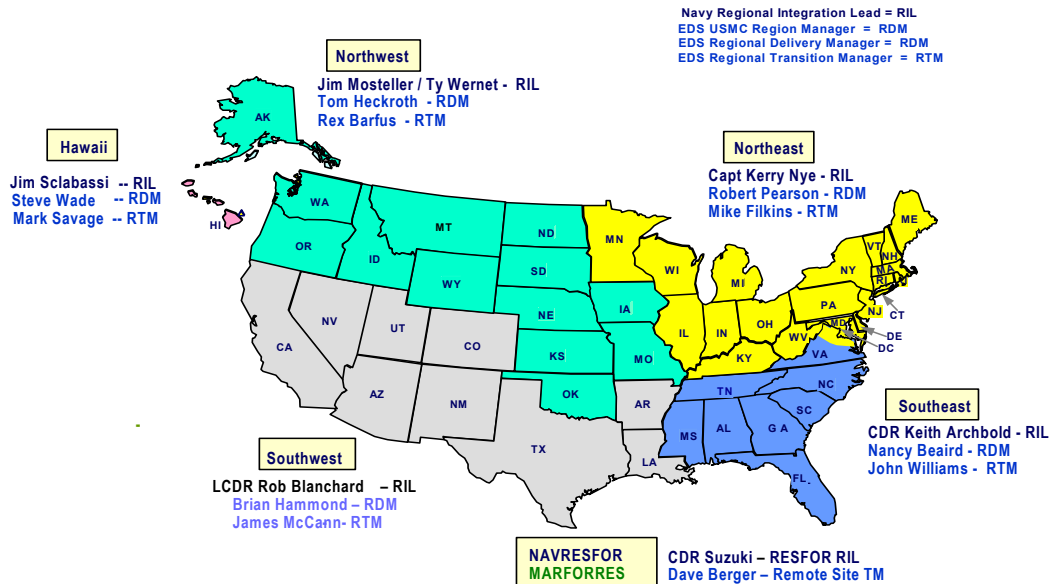Dave Berger – Remote Site TM

Figure 1. Regional Map

1.3   The NMCI Navy PMO (Program Management Office) is committed to providing the customer with the required information, and the necessary support staff consistent with priorities, schedules and resources, to bring about an effective transition for each site in each Claimancy. The goal of this document is to provide critical guidance to the prospective Site Integration Lead (SIL) to ensure that the program objectives for NMCI are implemented in an effective and timely manner. Figure 2 illustrates the timeline for these actions.

AOR

CUTOVER Start

CUTOVER Complete

SLA Attainment

-30   Cutover Readiness Review   0

CPM 100% Engaged

SIL 100% Engaged

Report Card
AOR Achieved, Preliminary Site Questionnaire, IATO for Class/Unclass Server Farms, LADRA Testing, BIO Complete, User To Application Mapping, User To CLIN Mapping, User To Peripheral Mapping
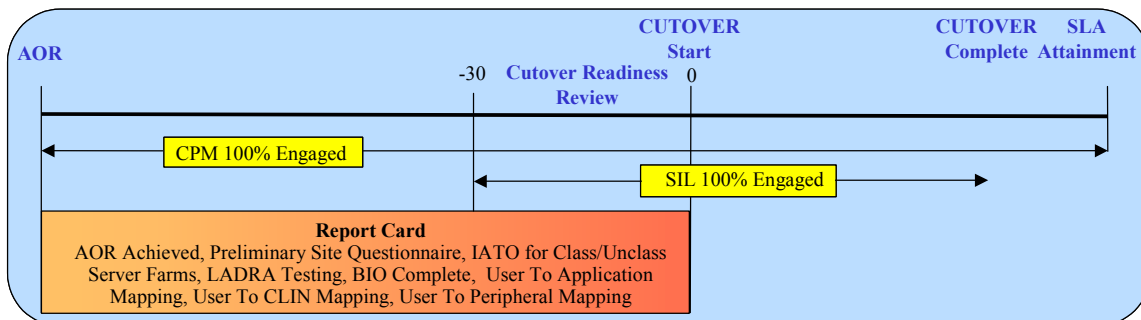
Figure 2 – Report Card Timeline

2 SITE INTEGRATION LEAD RESPONSIBILITIES

2.1   You are the direct representative of ADM Munns, NMCI director, and are responsible for the effective transition to NMCI for your site. It is your responsibility to lead EDS/Gov teams. Leadership means attaining results through effective processes, communication, integrity and making the right decisions in tough situations. Provide On-Site contractual oversight and utilize PMO resources when interpretation issues arise.

- Ensure schedule compliance; "Cutover seats on schedule"

- Solve issues at lowest level, your level, via direct engagement with EDS site manager, site transition manager and the primary customer (gov) representative at the site (Customer Technical Representative (CTR), Assistant Customer Technical Representative (ACTR), Command Information Officer (CIO), etc)

- Immediately escalate those issues that cannot be solved at your level directly to the responsible organization via all means : phone, email, and iraad.

- Continually improve all on site processes to ensure that cost, schedule and performance (seat quality) are met.

- Use data as leverage to drive issue resolution and raise the level of awareness on issues that are stalled. Justify your solution data in a concise (1 pg) written executive summary, and forward to the appropriate party(s).

PRESENT SOLUTIONS, NOT PROBLEMS OR ISSUES

- All solutions should be consensus solutions, based on up front agreement between EDS, PMO and Customer. Build strong professional relationships with your constituents (Site Manager, Site Transition Manager, LTA and on Site Team).

- Finally, you are the "Honest Broker" on site, Do not take sides. Assess a given situation, resolve contractual issues and do the right thing, diplomatically. Making enemies of the people you need to work with is not an effective solution. Your role is to effectively roll seats on schedule.

- Remember, you are a Site Integration *Leader*. Managers do things right; leaders do the right thing.

- "**Manage by Exception**". Your attention should be focused on those needs that are out of spec. If other aspects are going as planned leave them alone, just monitor their progress. You are one person with limited time and resources. Your job on site is direction, not single-handed implementation of NMCI.

- EDS and the Customer have the staff to do this. If they do not, that is an example of an out of spec item. Use data as leverage; justify the impact of inadequate staff. Solve it, or escalate if you are unable to solve it at your level.

- Schedule is the Ultimate Metric.

3   SUCCESS CRITERIA

3.1   The following are the Success Criteria;

- Your site meets all schedule requirements on or ahead of schedule for AOR and Cutover.
- Customer Deliverables complete.
- EDS Deliverables complete.
- Issues are identified and raised early, so they can be resolved in a timely matter.

3.2   Those issues you cannot solve are effectively escalated and well known by senior leadership in the PMO, customer hierarchy and EDS.

- You solve all site issues at your level.
- Your sharing of best practices and lessons learned with other SILs results in cycle time reductions at their sites, which enables them to regain lost schedules and performance.
- You provide value and are well respected by the Customer and EDS Site Transition Team.
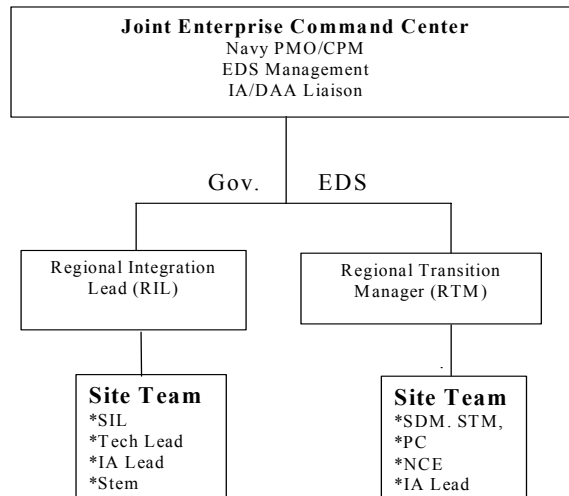- Below is the regional organizational chart:

```
              ┌─────────────────────────────────┐
              │  Joint Enterprise Command Center │
              │        Navy PMO/CPM              │
              │        EDS Management            │
              │        IA/DAA Liaison            │
              └─────────────────────────────────┘
                          │
                 Gov.  │  EDS
              ┌─────────┴─────────┐
    ┌──────────────────┐   ┌──────────────────┐
    │ Regional Integration │ │ Regional Transition │
    │    Lead (RIL)        │ │   Manager (RTM)     │
    └──────────────────┘   └──────────────────┘
             │                      │
    ┌──────────────┐        ┌──────────────┐
    │  Site Team   │        │  Site Team   │
    │  *SIL        │        │  *SDM. STM,  │
    │  *Tech Lead  │        │  *PC         │
    │  *IA Lead    │        │  *NCE        │
    │  *Stem       │        │  *IA Lead    │
    └──────────────┘        └──────────────┘
```

Figure 3. Regional Organizational Chart

4   STEP BY STEP GUIDE FOR SUCCESS

4.1. MACRO-PHASE

4.1.1.   Before checking in on site, read and become familiar with:

- Contract
- Legacy Application Transition Guide
- Master Schedule
- Site Deployment Guide
- Be able to answer these questions:
    - o   What claimants are on my site?
    - o   Where are they in the process? AOR, Cutover?
    - o   When are they scheduled to Cutover?
    - o   How many seats total at my site? By claimant?

4.1.2.   Call or meet with the CPM for each claimant at your site, they can fill you in on all the recurring issues of your site. Your first point of escalation is with RIL who will confer with CPM for those issues that cannot be solved at your level. Your discussion should include:

- What are the Top Three issues at my site?
- Who are the "GO TO" people on site? Who is helpful in solving issues?
- Who are the Legacy Applications POCs?
    - o   Customer Technical Representative (CTR), Assistant Customer Technical Representative (ACTR), Chief Information Officer (CIO)?
    - o   Base Commander, Regional Commander?
    - o   N6, Site Transition Execution Manager (STEM)?
- How many Legacy Applications does claimant have at the site?

4.1.3.   Sit down and outline a "Big Picture" Strategy for site from your perspective, remember this is a rough draft that is actually "a plan to deviate from" when you start incorporating inputs from EDS/Customer on site team, You need to have a basic orientation before meeting with On-site team.

4.1.4.   Check on board and meet with: (separate meeting)

- EDS Site Delivery Manager (SDM)
- EDS Site Transition Manager (STM)
- Project Coordinator (PC)
- CTR or CIO
- Commanding Officer (CO) and Executive Officer (XO)

Ask them the same questions you asked CPM. You may get different answers.

4.2   MICRO-PHASE

4.2.1   Now that you have the "Big Picture", start focusing on how you are going achieve Cutover on or ahead of schedule. We will call this micro-assessment.

4.2.2   At the end of the Micro-phase you should be able to answer the following questions:

- Are my schedule Cutover dates realistic?
- What are the top three issues preventing cutover on schedule?
- What are the proposed concerns/solutions of each issue?
- Who do I need to meet with and how often to solve issues?
- One page visual strategy for site execution: Performance to Plan.

4.2.3   Important-It is not your job to attend every EDS and Customer Meeting on site. Pick your Battles (i.e. Meetings) carefully based on following criteria:
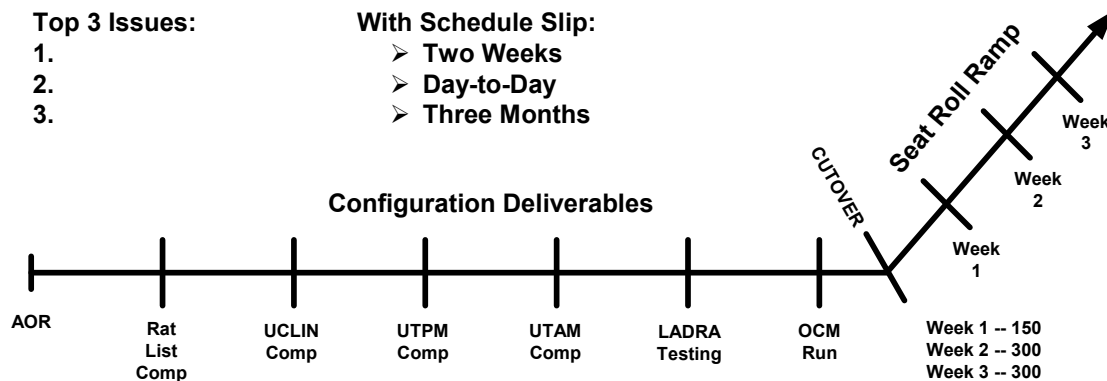
- 1 on 1 meeting with the decision maker. 1st Priority
- Meetings that you call on direct (your agenda) should be 2nd Priority
- Meetings where you are merely a participant should be your last Priority, Though can be very effective forum for solving issues if you are dynamic yet diplomatic.

- Remember. EFFECTIVINESS is the key. Your goal should be to solve issues in the shortest possible cycle time. The resultant resolutions should be solutions that are supported by all parties/stakeholders.

4.2.3   Micro-Phase High Level Process

- Pre-Assessment

- Evaluation

- Assessment

- Planning

- Implementation

- Verification

Note – If you are Fortunate enough to have a SITT (tiger team). They will be going through the same process and assisting you with it. However, you will more than likely be leading the tiger team, therefore, you must be intimately familiar with this process. The following graph illustrates site strategy, created using master schedule and micro phase process.

One Page Visual Strategy

Top 3 Issues:
1.
2.
3.

With Schedule Slip:
➢ **Two Weeks**
➢ **Day-to-Day**
➢ **Three Months**

Configuration Deliverables

AOR | Rat List Comp | UCLIN Comp | UTPM Comp | UTAM Comp | LADRA Testing | OCM Run

CUTOVER

Seat Roll Ramp

Week 1
Week 2
Week 3

Week 1 -- 150
Week 2 -- 300
Week 3 -- 300

Technical Deliverables

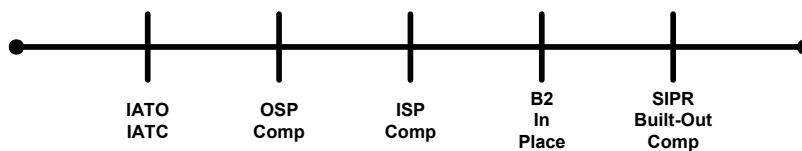IATO IATC | OSP Comp | ISP Comp | B2 In Place | SIPR Built-Out Comp

Figure 4. The Visual Strategy

4.2.4 Key Guidance:

- NMCI represents a major change to the way people interact on and with their computer/network; therefore effective change management is critical. One tool to help ease the transition in a major change is communication, communication, and communication. Change requires energy and the end users need to know why they need to change, what are the benefits, and the shortcomings. They need to know how long it will take. One vehicle that provides this communication is the Site Visit Team. The Site Visit Team can make your job significantly easier by being an effective tool for change management. (i.e., Answer the Why, What, and When questions) Other tools and resources are the Site Deployment Guide and CPMs.

- All applications should be LADRA tested prior to Cutover. If this is not the case, the user will not get the right applications at Cutover, which will need to be manually loaded by the deployment team at a later date.

- A comprehensive quarantine plan should be developed by EDS and socialized and improved by the CTR.

- Dual Desktops should not exceed 10% of the total number of seats deployed.

- OCM run requires three weeks to complete.

- Calculate the overall LADRA testing to determine if testing can be completed prior   to cutover.

Note: All sites shall be coordinated through the RIL, who in turn coordinate with the relevant CPM, Navy regional commanders and Echelon II commands. The customer's job is already difficult enough. our role is to simplify and ease the transition, not confuse them with multiple directions and guidance. Remember the customer is still in charge of their own IT (NMCI) once it is deployed, EDS just provides a service.
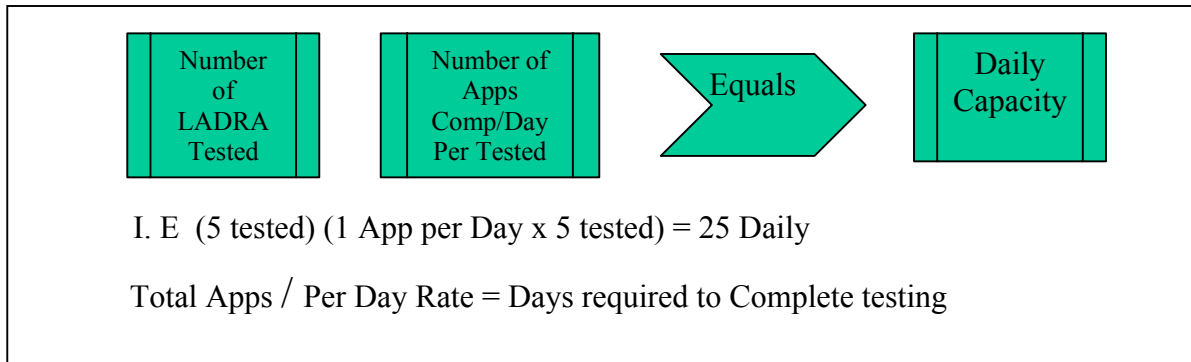

I. E (5 tested) (1 App per Day x 5 tested) = 25 Daily

Total Apps $/$ Per Day Rate = Days required to Complete testing

Figure 5. Days Required to Complete Testing

* This is critical: If days required exceeds days available (schedule slip) push for additional LADRA resources through Site Transition Manager.

- During cutover, it is critical for the CTR to meet daily with STEM and their team to reconcile the number of seats rolled and resolve emergent cutover issues, immediately.

- If you build a strong foundation up front during AOR, (i.e. Configuration deliverables complete and accurate, Infrastructure in place, and all Legacy Applications tested with Quarantine Plan in place) your Cutover will go relatively smoothly and you will have eliminated the need for Post-Cutover rework and additional cost to the NMCI program. AOR is where you really earn your money

5   POINT OF CONTACTS

- NMCI Site Management Phone List is available from: Ashlyn Clark at ashlyn.clark@navy.mil. Contact Ms Clark for updates.
- NMCI Contact List is available from: Kacy Hutson at kacy.hutson@navy.mil. Contact Ms Hutson for updates.
- Both lists are available on the shared server by following the path:

    o   N:\NMCI\Proj Mgmt Div\PHONE LISTS
    o   N:\PMW 164\Phone Lists as of 04-25-03.xls (current date listed)

- Future plans for Phone/Contact List to be available on NMCI web site.

6   ISSUE RESOLUTION AND ESCALATION

- Solve issues at the lowest level, first
- Present solutions not problems
- Create definable solutions
- Escalate those issues you cannot solve
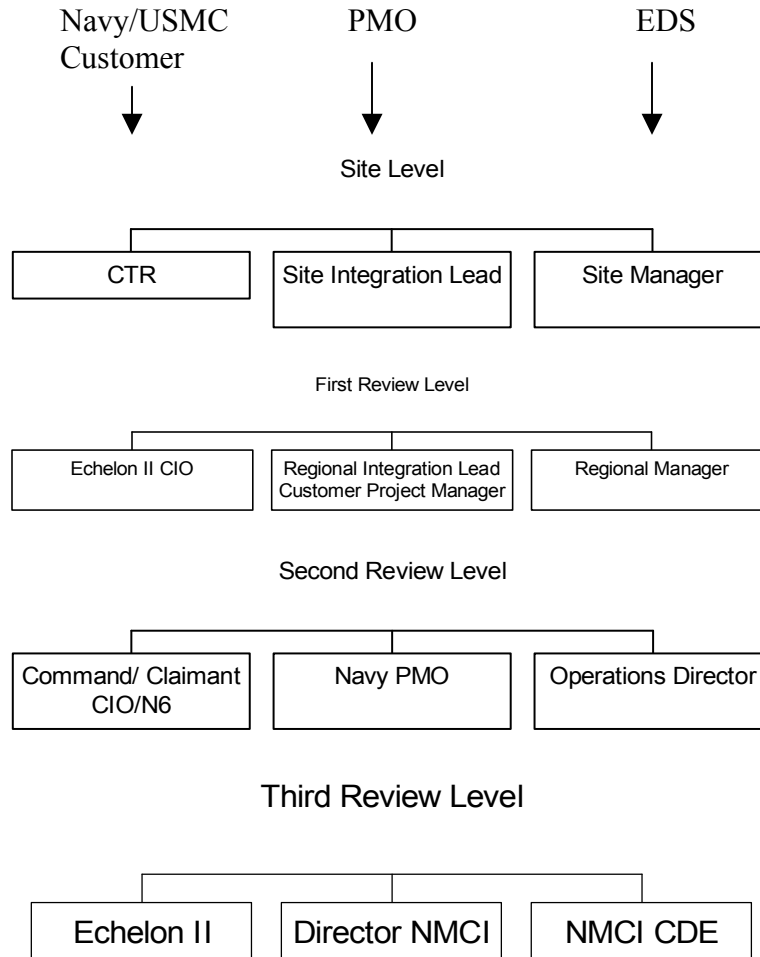
Escalation: Review Levels

```
   Navy/USMC              PMO                  EDS
   Customer
       │                   │                   │
       ▼                   ▼                   ▼
                      Site Level

  ┌──────────┐   ┌──────────────────┐   ┌──────────────┐
  │   CTR    │   │ Site Integration │   │ Site Manager │
  │          │   │      Lead        │   │              │
  └──────────┘   └──────────────────┘   └──────────────┘

                  First Review Level

  ┌──────────────┐  ┌──────────────────────┐  ┌──────────────────┐
  │ Echelon II   │  │ Regional Integration │  │ Regional Manager │
  │    CIO       │  │ Lead Customer        │  │                  │
  │              │  │ Project Manager      │  │                  │
  └──────────────┘  └──────────────────────┘  └──────────────────┘

                  Second Review Level

  ┌──────────────────┐  ┌──────────────┐  ┌──────────────────────┐
  │ Command/ Claimant│  │  Navy PMO    │  │ Operations Director  │
  │    CIO/N6        │  │              │  │                      │
  └──────────────────┘  └──────────────┘  └──────────────────────┘

                   Third Review Level

  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
  │ Echelon II   │  │ Director NMCI│  │  NMCI CDE    │
  └──────────────┘  └──────────────┘  └──────────────┘
```

Figure 6. Review Levels

7   DATA REPORTING

7.1 Your job is to solve issues, not just report status; though reporting is critical for raising the level of awareness about a specific issue.

7.1.2   Report status data via the currently accepted reporting tool in place. Status data is currently being reported via the PIV tool. Issues are currently being reported using the Issues, Risks, Actions, and Decisions (IRAAD) tool. Report data that is required by PMO (i.e. weekly seat projections, issue, etc) this will evolve and change in time. Your job is to solve problems and provide direction for consensus solutions. The Transition Team (EDS/Cust) implements the actual solutions, not the SIL.

7.1.3   You should not be:

- Inputting data into ISF Tools
- Inputting data into NOIS
- Verify orders
- Tracking the multitude of data that EDS requires to efficiently roll seats.
- Updating UTAM
- Updating UCLIN
- Updating UTPM

7.1.4   Project In Vision (PIV) Tool outputs are available through EDS Site Transition Manager and Project Coordinators. Submit reporting issues required to be reflected in the Enterprise Plan to the EDS Project Coordinator and Site Transition Manager for inclusion in PIV.

7.1.5   Regional meetings held weekly attended by PMO/EDS.

8 SIL RESOURCES

8.1 SIL Tool Kit

- PMO Phone list (critical-you will use it everyday)

- Cutover Checklist

- One Page Visual Strategy for your site (you create using master schedule and Micro-phase process.

- IRAADs (Issues, Risks, Action Items, Assumptions and Decisions).

- Site Contact List.

- Cell Phone.

- Computer on Legacy or NMCI network (most likely there will not be a NMCI drop available yet. That is why you are there.)

- User Acceptance Checklist.

- Daily Meetings with:

  o Site Manager
  o Site Transition Manager
  o Customer Project Manager
  o Regional Integration Lead
  o Other Site Integration Leads
  o Tiger Team-if available
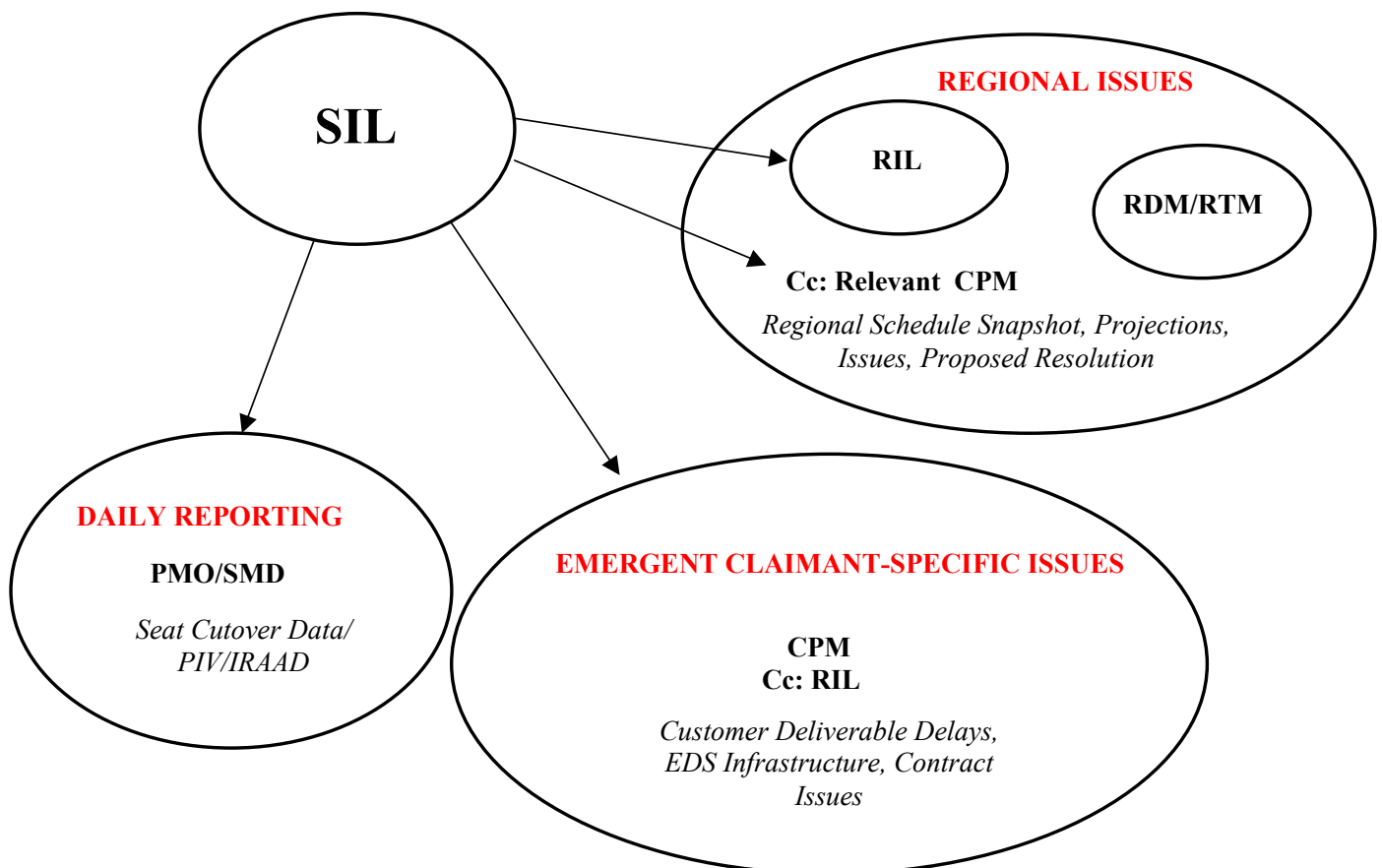
APPENDIX A. ACRONYMS

AART	Audit Applications Review Team		GFE	Government Furnished Equipment
ACTR	Assistant Customer Technical Representative		GFF	Government Furnished Facilities
			GOTS	Government-off-the-Shelf
APM	Assistant Program Manager		HAG	High Assurance Guard
AOR	Assumption of Responsibility			
ASN	Assistant Secretary of the Navy		IA	Information Assurance
ATO	Authority to Operate		IATC	Interim Authority to Connect
			IATO	Interim Authority to Operate
BAN	Base Area Network		IATT	Information Assurance Tiger Team
BFM	Business Financial Manager		INFOSEC	Information Security
BIO	Base Infrastructure Operational		ISP	Inside Plant
			ISSP	Information Systems Security Policy
C&A	Certification and Accreditation		IT	Information Technology
CDA	Central Design Activity			
CIO	Command Information Officer		JRS	Joint Reporting System
CJA	Critical Joint Applications			
CLIN	Contract Line Item Number		LADRA	Legacy Application Transition Guide
CM	Claimant Manager			
CMS	COMSEC Material System		LAN	Local Area Network
CO	Commanding Officer		LRA	Local Registration Authority
COI	Communities of Interest			
COMSEC	Communications Security		MAC	Move Add Change
CONOPS	Concept of Operations		MOA	Memorandum of Agreement
COR	Contracting Officer's Representative		MOU	Memorandum of Understanding
COTS	Commercial-off-the-Shelf			
CPM	Customer Project Manager		NADTF	Navy Applications Database Task Force
CTF	Commander Task Force			
CTR	Customer Technical Representative		NCAP	NMCI Connection Approval Process
			NCE	Network Computer Expert
DAA	Designated Approving Authority		NIPRNET	Non-Secure Internet Protocol Routing Network
DART	Database Analysis and Reconciliation			
DIAD	DoN Information Architecture Data		NMCI	Navy Marine Corps Intranet
DISA	Defense Information System Agency		NNOC	Navy Network Operations Command
DISN	Defense Information Systems Network		NOC	Network Operations Center
DITSCAP	DoD Information Technology Security Certification and Accreditation Process		NSS	National Security Systems
			OCM	Object Creation Module
DMS	Defense Message System		OPNAVINST	Chief of Naval Operations Instruction
DOD	Department of Defense			
DoN	Department of the Navy		OSP	Outside Plant
EDS	Electronic Data Systems		PD	Program Directorate
EO	Enterprise Operations		PDS	Partitioned Data Set
ESM	Enterprise schedule Manager		PEO-IT	Program Executive Office-Information Technology
FAM	Functional Area Manager		PIV	Project in Vision
			PKI	Public Key Infrastructure

PMO   Program Management Office
PMW   Program Management Warfare
POA&M   Plan of Actions and Milestones
POC   Pont of Contact
PoP   Point of Presence
PoR   Program of Record
PSQ   Preliminary Site Questionnaire

RAL   Rationalized Applications List
RAS   Remote Access Service
RDT&E   Research Development Test
        and Evaluation
RFC   Request for Connection
RFS   Request for Service
RIL   Regional Integration Lead

SABI   Secret and Below Interoperability
SCCB   Schedule Change Control Board
SCM   Site Concurrence Memorandum
SCP   Schedule Change Proposal
SDM   Site Delivery Manager
SES   Senior Executive Service
SHC   Stakeholders Council
SIL   Site Integration Lead
SIPR   Secret IP Router
SLA   Service Level Agreement
SM   Site Manager
SMD   Site Management Division

SME   Subject Matter Experts
SSAA   System Security Authorization
        Agreement
SSC   SPAWAR Systems Command
SSE   Site Solutions Engineering
STEM   Site Transition Execution Manager
STM   Site Transition Manager
SWG   Security Working Group

TA   Trusted Agent
TART   Technical Applications Review Team

UAIF   User Asset Information Form
UCLIN   User to Customer Line Item
        Number
UIC   Unit Identification Code
USMC   United States Marine Corps
UTAM   User to Application Mapping
UTCM   User to Contract Line Item Number
        Mapping
UTPM   User to Peripheral Mapping

VERA   Voluntary Early Retirement Authority
VSIP   Voluntary Separation Incentive
        Program
VT   Visit Team

WAN   Wide Area Network
XO   Executive Officer

APPENDIX B.   Naval Message - NAVY NMCI Lessons Learned

SUBJ/NAVY NMCI LESSONS LEARNED//
REF/A/GENADMIN/PEO-IT WASHINGTON DC/202304ZMAY2002//
REF/B/GENADMIN/PEO-IT WASHINGTON DC/022023ZJUL2002//
REF/C/GENADMIN/PEO-IT WASHINGTON DC/151957ZNOV2002//
NARR/REF (A) NMCI 20K ROLLOUT EXECUTION ORDER; REF (B) NMCI 40K
ROLLOUT EXECUTION ORDER; REF(C) NMCI ENTERPRISE SCHEDULE//
POC/MR. KEVIN MCNALLY/CIV NMCI PMO/COMSPAWARSYSCOM/-
/TEL:(619) 524-7580/EMAIL: KEVIN.MCNALLY@NAVY.MIL//
RMKS/1. THE CURRENT FOCUS OF THE NMCI PROGRAM IS TO AGGRESSIVELY
ROLLOUT NMCI IN ACCORDANCE WITH THE ESTABLISHED ENTERPRISE SCHEDULE,
AND TO BUILD IN QUALITY TO CONTRACTUAL SLA STANDARDS AND FOR A
HIGH LEVEL OF CUSTOMER SATISFACTION. AS WE OBSERVED ROLLOUT OF THE
FIRST 50,000 SEATS AT MORE THAN 86 SITES ACROSS THE ENTERPRISE, WE
HAVE IDENTIFIED SEVERAL CRITICAL FACTORS THAT CONTRIBUTE TO A
SUCCESSFUL ROLLOUT. THIS MESSAGE IDENTIFIES THE CRITICAL DEPLOYMENT
SUCCESS FACTORS FOR USE BY FUTURE NMCI DEPLOYMENT SITES DURING THEIR
TRANSITIONS.
2. COMMAND INVOLVEMENT - SITE COMMANDERS AND COMMAND STAFF SHOULD
ACTIVELY SUPPORT AND PARTICIPATE IN THE MANAGEMENT OF THE NMCI
TRANSITION. A CLEAR AND SUPPORTIVE MESSAGE FROM SITE COMMANDERS TO
ALL SITE USERS SHOULD BE SENT INDICATING THEIR COMMITMENT TO A
SUCCESSFUL AND EFFICIENT NMCI TRANSITION. FOLLOW ON MESSAGES
REEMPHASIZING COMMAND COMMITMENT AND DETAILING SITE PROGRESS SHOULD
BE SENT PERIODICALLY THROUGHOUT THE TRANSITION PROCESS.
3. TRANSITION PERSONNEL - SITE COMMANDERS SHOULD ASSIGN THEIR MOST
PROACTIVE AND EFFECTIVE PERSONNEL TO MANAGE AND SUPPORT THE NMCI
TRANSITION. TRANSITION PERSONNEL SHOULD REPORT WEEKLY TO SITE
COMMANDERS ON THE STATUS OF NMCI TRANSITION. SITE TRANSITION IS A
RESOURCE INTENSIVE EFFORT AND SITES SHOULD ASSIGN ADEQUATE ASSETS TO
SUPPORT THE TRANSITION EFFORT. THE FOLLOWING STAFFING
RECOMMENDATIONS ARE BASED UPON EXPERIENCE FROM EARLY ADOPTER SITES:
A. ECHELON II RECOMMENDED TRANSITION STAFFING INCLUDE ONE NMCI
PROGRAM MANAGER, ONE LEGACY APPLICATIONS MANAGER, TWO LEGACY
APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, ONE TECHNICAL
LEAD, ONE LEAD CTR, ONE DEPUTY CTR, ONE FACILITIES COORDINATOR, AND
ONE INFORMATION ASSURANCE (IA) COORDINATOR.
B. SITE RECOMMENDED TRANSITION STAFFING INCLUDE ONE CTR, ONE
ACTR/1000 SEATS, ONE LEGACY APPLICATIONS COORDINATOR, TWO LEGACY
APPLICATIONS ASSISTANTS, ONE SCHEDULE COORDINATOR, AND ONE TECHNICAL
REPRESENTATIVE.
4. NMCI GOALS - SITE COMMANDERS SHOULD ENSURE ALL USERS ARE EDUCATED
ON THE PURPOSE AND GOALS OF THE NMCI INITIATIVE. THE FOLLOWING
TALKING POINTS FROM DIRECTOR, NMCI MAY BE APPROPRIATE FOR YOUR
COMMAND:
A. THE NAVY'S EXISTING IT INFRASTRUCTURE IS UNSATISFACTORY FOR THE
21ST CENTURY-WE CURRENTLY HAVE MORE THAN 1,000 DISPARATE NETWORKS,
MANY OF WHICH ARE VULNERABLE TO CYBER ATTACK AND INCOMPATIBLE WITH
OTHER SYSTEMS IN THE NAVY AND MARINE CORPS. NMCI BRINGS ONE SECURE
INTEROPERABLE INTRANET. IMPROVED SECURITY ALONE IS JUSTIFICATION
FOR THE NMCI INITIATIVE.

B. NMCI ALLOWS THE DEPARTMENT OF THE NAVY TO NOT ONLY STAY CURRENT
WITH TECHNOLOGY AND SECURITY IMPROVEMENTS, BUT MORE IMPORTANTLY, PUT
SYSTEMS INTO PLACE THAT WILL ALLOW US TO IMPROVE OUR BUSINESS
EFFICIENCY AND WAR FIGHTING EFFECTIVENESS.
C. THE NMCI WILL MOVE DON FROM A PHILOSOPHY AND STRUCTURE OF LOCAL
IT SYSTEMS AND DATA TO AN ENVIRONMENT WHICH SUPPORTS FULL PERSONNEL
COLLABORATION AND DATA CORRELATION ACROSS THE DEPARTMENT.
D. NMCI WILL ALLOW US TO FOCUS ON OUR CORE WAR FIGHTING AND BUSINESS
FUNCTIONS - INFORMATION AND DECISION MAKING RATHER THAN NETWORK
HARDWARE AND OPERATIONS.
E. NMCI WILL INCREASE INFORMATION INTEROPERABILITY THROUGH THE
COMMON STANDARDS THAT ONLY A SINGLE ENTERPRISE INTRANET CAN PROVIDE.
IT WILL POSTURE DON TO MOVE COLLECTIVELY AS ONE (RATHER THAN 1000)
AS WE IMPROVE INTEROPERABILITY WITH OTHER DEPARTMENTS AND AGENCIES.
F. NMCI WILL ACT AS THE NETWORK FOUNDATION FOR MANY OF OUR
TRANSFORMATIONAL EFFORTS. IT WILL SUPPORT ERP, TASKFORCE WEB,
TASKFORCE EXCEL, PROJECT SAIL, REGIONALIZATION, AND THE MATURING OF
MANY OTHER COMMUNITIES OF INTEREST.
G. NMCI WILL SUPPORT A NAVY AND MARINE CORPS THAT ARE PROACTIVE,
AGILE, FORWARD, MOBILE, DISPERSED, AND INFORMATION DEPENDENT. IT
WILL TRAIN A SPECIAL CADRE OF OUR IT PROFESSIONALS IN STATE OF THE
ART NETWORK OPERATIONS AND MANAGEMENT.
5. NMCI TRANSITION - SITE TRANSITION TO NMCI IS NOT SOLELY A
CONTRACTOR TASK. IT IS A JOINT GOVERNMENT AND CONTRACTOR TASK. SITE
PERSONNEL ARE RESPONSIBLE FOR THE NMCI ROLLOUT AND MUST TAKE ALL
STEPS NECESSARY TO ENSURE EXECUTION. MANY ROLLOUT ISSUES TO DATE
HAVE NOT BEEN CONTRACTOR PERFORMANCE RELATED; RATHER THEY HAVE BEEN
NAVY ISSUES. APPLICATION FAILURES AND ADHERENCE TO NETWORK SECURITY
POLICY ARE NAVY ISSUES AND THEY CAN BE MOST EASILY RESOLVED THROUGH
STRONG SITE LEADERSHIP, POLICIES, AND PROCEDURES. SENIOR MANAGERS
NEED TO GET INVOLVED AND DEMONSTRATE LEADERSHIP TO RESOLVE THESE
TRANSITION ISSUES.
6. APPLICATION RATIONALIZATION - SITE COMMANDERS WORKING WITH
THEIR CHAIN OF COMMAND MUST ENSURE THAT ONLY MISSION AND BUSINESS
ESSENTIAL APPLICATIONS SURVIVE THE RATIONALIZATION PROCESS AND THOSE
FINAL RATIONALIZED APPLICATIONS MUST HAVE VERSION NUMBERS AND CDA
SPONSORSHIP SUBMITTED TO NADTF VIA THE EDS TOOLS DATABASE. ONE OF
THE DEPARTMENT GOALS WITH THE NMCI INITIATIVE IS TO MIGRATE FROM THE
UNMANAGEABLE AND COSTLY 100,000 DEPARTMENT APPLICATIONS TO A MORE
MANAGEABLE 2000 ENTERPRISE APPLICATIONS. SITES SHOULD ATTEMPT TO
RATIONALIZE THEIR APPLICATIONS TO THE MINIMUM SET REQUIRED. MANY
CLAIMANTS/SITES (NAVRESFOR IS AN EXCELLENT EXAMPLE) HAVE INSTITUTED
THE USE OF FUNCTIONAL APPLICATION PROFILES AS THE STANDARD FOR NMCI
ROLLOUT. THE USE OF PROFILES HAS GREATLY IMPROVED EFFICIENCY OF
APPLICATION TESTING AND NMCI ROLLOUT. WE HAVE ACCELERATED NAVRESFOR
ROLLOUT AS A RESULT OF THEIR PREPARATION.
7. USER-LESS DEPLOYMENT - USER-LESS DEPLOYMENT IS THE ENTERPRISE
STANDARD FOR NMCI ROLLOUT. IT HAS PROVEN TO RESULT IN THE MOST
EFFECTIVE NMCI ROLLOUT WITH THE LEAST AMOUNT OF USER DISTURBANCE.
SITE COMMANDERS SHALL MAKE EVERY EFFORT TO FULLY SUPPORT AND
UTILIZE THE USER-LESS DEPLOYMENT PROCESSES. IN GENERAL, THE EDS
DEPLOYS COMPUTERS TO THE DESKTOP AND MIGRATES USER DATA AT NIGHT AND

ON WEEKENDS, THEN MEET WITH THE USER FOR A BRIEF ORIENTATION/
SIGN-OFF ON THE NEXT WORKING DAY. THIS IS SIGNIFICANTLY MORE
EFFICIENT AND LESS DISRUPTIVE TO YOUR COMMAND.
8. PILOTS AND DEMONSTRATIONS - PILOTS AND DEMONSTRATIONS ARE NOT
REQUIRED AT INDIVIDUAL SITES. ALL NMCI SERVICES HAVE BEEN TESTED
AND SUCCESSFULLY DEPLOYED AT THE EARLY ADOPTER SITES.
9. TRAINING AND SCHEDULING - SITES SHOULD ENSURE THAT ALL PERSONNEL
ATTEND NMCI USER TRAINING AND THAT GOVERNMENT PERSONNEL ARE
AVAILABLE AND PRESENT DURING SCHEDULED TESTING AND SEAT DEPLOYMENT.
PERSONNEL ABSENCES HAVE BEEN A CAUSE FOR MUCH DELAY IN EARLY ADOPTER
ROLLOUTS.
10. PHASED DEPLOYMENT - SITE COMMANDERS AND EDS TRANSITION PERSONNEL
SHOULD JOINTLY AGREE UPON A PHASED DEPLOYMENT SCHEDULE FOR NMCI SITE
ROLLOUT. EVERY EFFORT SHOULD BE MADE TO MANAGE THE ROLLOUT IN
ACCORDANCE WITH THE PHASED DEPLOYMENT SCHEDULE. EXPERIENCE HAS
SHOWN THAT ROLLOUT RATES IN THE INITIAL TWO WEEKS OF CUTOVER ARE ONE
QUARTER TO ONE HALF OF THE FULL PRODUCTION ROLLOUT RATE. A ROUGH
ESTIMATE OF THE FULL PRODUCTION RATE IS ABOUT TWO SEATS PER EDS
DEPLOYER PER DAY, BUT PROCESS CHANGES ARE BEING INTRODUCED TO
DRAMATICALLY IMPROVE THIS METRIC.
11. LADRA TESTING - EACH PHASED SEGMENT SHOULD COMPLETE APPLICABLE
LADRA TESTING AT LEAST ONE WEEK PRIOR TO SEGMENT ROLLOUT. ALL
APPLICATIONS THAT FAIL LADRA TESTING WILL RESULT IN QUARANTINE
STATUS. APPLICATIONS THAT FAIL TESTING WILL BE REMEDIATED DURING
THE RISK MITIGATION PHASE FOLLOWING TRANSITION. APPLICATIONS ARE
NOT REQUIRED TO BE REMEDIATED PRIOR TO NMCI ROLLOUT.
12. QUARANTINE PLANS - A QUARANTINE PLAN SHALL BE JOINTLY DEVELOPED
PRIOR TO THE ROLLOUT OF EACH SEGMENT. THE ONLY LEGACY SEATS LEFT IN
PLACE AFTER THE SEGMENT ROLLOUT WILL BE THOSE IDENTIFIED AS PART OF
THE VALIDATED QUARANTINE PLAN. IT IS NMCI POLICY THAT NO DUAL
DESKTOPS WILL BE LEFT IN PLACE UNLESS PART OF A VALIDATED QUARANTINE
PLAN.
13. USER DATA - USER TO APP AND USER TO CLIN DATA MAPPINGS ARE
REQUIRED TO BE DELIVERED TO THE EDS 60 DAYS IN ADVANCE OF SEGMENT
DEPLOYMENT. NO FURTHER CHANGES WILL BE ALLOWED PRIOR TO SEGMENT
ROLLOUT, CHANGES CAN BE ACCOMPLISHED THROUGH THE MAC PROCESS (POST
SEAT DEPLOYMENT).
14. ISSUE ESCALATION - ROLLOUT STOPPAGES, PAUSES, OR REDUCED ROLLOUT
RATES FROM THE APPROVED ROLLOUT PLAN WILL ONLY BE ALLOWED IF
AUTHORIZED BY DIRECTOR NMCI OR THE NMCI PM'S FROM NAVY OR USMC, AS
PER THE REFERENCED MESSAGES. WHEN NEEDED, THE ESCALATION OF SITE
ROLLOUT ISSUES AND DECISIONS WILL BE FROM THE PMO SIL OR CPM TO THE
NAVY NMCI PM TO THE DIRECTOR NMCI.
15. SITE IT MANAGEMENT: DON HAS ENTERED INTO AN ERA WHERE COMMERCIAL
PROVIDERS, THE INFORMATION STRIKE FORCE (EDS), PROVIDES DESK TOP
COMPUTING AND NETWORK SERVICES. SITE COMMANDS MUST ADJUST THEIR
LEADERSHIP AND MANAGEMENT STRUCTURES ACCORDINGLY. THE SITE
COMMANDER MUST SPECIFY THIS NEW RELATIONSHIP WITH HIS EDS SITE
MANAGER. RELATIONSHIPS HAVE WORKED BEST WHERE THE EDS SITE MANAGER
IS A FULLY ENABLED PART OF THE SITE LEADERSHIP AND MANAGEMENT
STRUCTURE.
16. NMCI ROLLOUT IS A DEPARTMENT OF THE NAVY ENTERPRISE ENDEAVOR AND

MUST BE ACCORDED APPROPRIATE PRIORITY BY ECHELON II CLAIMANTS AND SUPPORTING COMMANDS. ECHELON II CLAIMANTS ARE RESPONSIBLE ICW EDS AND NMCI PMS TO ROLLOUT NMCI FOR THEIR COMMANDS AS SEQUENCED IN THE NMCI ENTERPRISE SCHEDULE. THE TRANSITION PROCESS ASSOCIATED WITH NMCI ROLLOUT WILL BY ITS NATURE PRESENT SOME SHORT TERM RISKS. DEPARTMENT PHILOSOPHY IS TO MITIGATE THIS RISK NOT AVOID IT. STRONG COMMAND COMMITMENT AND LEADERSHIP IS NECESSARY TO SUCCESSFULLY TRANSITION TO THE NMCI.
17. SPECIAL THANKS TO THE FOLLOWING COMMANDS THAT HAVE BEEN ON THE FOREFRONT OF NMCI IMPLEMENTATION: CLF HQ, NAVAIR HQ, SPAWAR HQ, NAF WASHINGTON, NAS LEMOORE, NSWC CRANE, NSWC PT HUENEME, AND RESFOR CLAIMANCY. ADDITIONALLY, THE DIRECT FLEET INPUT PROVIDED BY BOTH COMLANTFLT AND COMPACFLT HAS BEEN PARTICULARLY VALUABLE.
18. CAPT CRAIG MADSEN USN, NMCI NAVY PROGRAM MANAGER SENDS. //
BT
#6628
NNNN

APPENDIX C. CUTOVER CHECKLIST

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
1	Customer and ISF reach agreement on facilities for warehouse, administration, server farm, Main Distribution Frames (MDF)	-320	-270	ENT	A	I	A
2	Customer and ISF reach agreement on facilities for Intermediate Distribution Frames (IDF)	-320	-270	ENT	A	I	A
3	Identify Government Furnished Equipment (GFE) Type-1COMSEC requirements from the ISF	-240	-240	FAC	A	I	I
4	Survey, design and order long haul circuits to support NMCI requirements.	-240	-240	FAC	A	A	I
5	Protected Distribution System (PDS) design	-240	-200	ENT	A	A	A
6	Conduct joint PMO and ISF site in-briefs	-180	-180	SP	A		A
7	ISF Site Manager assigned	-180	-180	SP	A	I	I
8	Identify transition team	-180	-180	SP		I	A
9	Provide Building-to-Seat map to ISF	-240	-180	FAC	I		A
10	Deliver the completed Preliminary Site Questionnaire (PSQ) to the ISF SM	-240	-170	SP	I	I	A
11	Conduct site surveys for BAN/LAN and IA	-170	-160	FAC	A		A
12	Provide ISF with existing operational procedures, processes, SOP and contingency plans, and Disaster Recovery plans	-180	-150	SP	I		A
13	Provide copies of all leases by site that affect NMCI	-180	-150	CON	I		A
14	Provide existing Certification and Accreditation (C&A) documentation to include: -System Security Authorization Agreement (SSAA) -Risk Assessments -Vulnerability Assessments -Risk Mitigation Plans -Security Concept of Operations (CONOPS)	-180	-150	SEC	I		A

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
15	Using local HR support personnel, determine need for VSIP Authority and request to Claimant/Command. Impacted employees are to be notified of status prior to ISF meetings	-180	-150	AHT	I	I	A
16	Using local HR support personnel, determine need for VERA authority and request to ASN (M&RA) via Claimant/Command. Impacted employees are to be notified of status prior to any ISF meetings	-180	-150	AHT	I	I	A
17	Govt and ISF should arrange for equipment lease termination by 60 days after AOR begins (AOR +60)		0	CON			
18	Assign Remote Site Transition Manager to small & remote sites	-120	-120	SP	A		
19	Verify final Rationalized Application List in the ISF Tools Database. Refer to LATG The initial list should have been completed by 1 Dec 02, per 301245Z SEP 02 CNO N6N7 SUBJ: NMCI LEGACY APPLICATIONS TRANSITION PROCESS	-240	-120	HSS	I	I	A
20	50% of identified applications (COTS & GOTS) and RFS forms for all identified applications have been delivered to the ISF Site Manager, and accepted for review	-240	-120	HSS			
21	Using local HR support personnel, identify government employees who will be eligible for NMCI employment and provide to PEO-IT/Director NMCI using template spreadsheet	-120	-115	AHT		I (DIR NMCI)	A
22	Develop the Cultural Change Management Communications Plan	-150	-105	SP	A		I
23	75% of identified applications (COTS & GOTS) have been delivered to the ISF Site Manager, and accepted for review	-105	-105	HSS	I	I	A
24	ISF HR coordinate with site and local HR to establish date(s) for impacted employee meetings	-110	-105	AHT	A		A

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
25	Identify Navy/Marine Corps White Pages POC(s). Forward POC name to White Pages Management @ hazel.wallace@nmci-isf.com	-105	-90	SP	A		A
26	Complete and sign Site Concurrence Memorandum (SCM)	-180	-90	SP	A	I	A
27	Termination/modification actions to existing contracts in accordance with ISF recommendations using AOR as the effective date	-105	-90	CON			A
28	Obtain ISF Tools and NOIS database access from Echelon II/Major Commands for all appropriate site personnel		-90	SP			A
29	100% of identified applications (COTS & GOTS) and RFS forms must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date	-180	-90	HSS	I	I	A
30	Conduct AOR Readiness Review	-75	-75	SP	A	A	A
31	ISF deliver Site Transition Plan, including the Disaster Recovery Plan, to the site	-90	-75	SP	A	I	I
32	Complete Critical Design Review (CDR) and Customer Design Brief (CDB)	-90	-75	ENT	A	I	I
33	Provide ISF a Copy of Interim Authority to Operate / Authority to Operate (IATO / ATO) for existing network(s)	-90	-70	ENT	I	A (USMC)	A (USN)
34	Complete server and messaging validation; Server and Mail migration Plan of Action & Milestones (POA&M) review has been conducted and documented issues are resolved with customer	-90	-60	ENT	A		I
35	Provide final UTAM/UTCM/UTPM matching task order to ISF. (USMC: Ensure only applications on the Marine Corps Baseline List submitted	-120	-60	ENT	I	I	A
36	Verify Site Warehouse Operational	-60	-60	ENT	A	I	I
37	AOR Begins	-60	-60	ENT	A	I	I

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
38	**100% of identified applications (COTS & GOTS) must be delivered to the ISF Site Manager and accepted. Applications not submitted by this deadline will not transition to NMCI at the scheduled cutover date**	-90	-60	HSS	I	I	A
39	Transfer NMCI assets to ISF via DD1149	-75	-60	HSS	A		A
40	Task Order Awarded	-90	-60	HSS	I	A (ACO)	I
41	PEO-IT/Director NMCI Office forwards approved impacted employee list to ISF HR	-90	-60	AHT	I	A (PEO-IT / Dir. NMCI)	
42	Complete the validation and delivery of Type-1 GFE COMSEC	-240	-60	HSS	A	A	A
43	Map users to group shares, identify and order CLIN 16 requirements	-70	-60	ENT	I		A
44	Verify Server Farm infrastructure equipment delivered	-50	-50	ENT	A		I
45	Transport Boundary (TB)/cTB & B2 is installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-180	-50	FAC	A	I	I
46	BAN/LAN Infrastructure equipment delivered	-50	-50	HSS	A		I
47	Obtain Temporary unclassified TB (uTB) IATO. Ready to begin LADRA testing	-50	-48	FAC	I	A	I
48	IA Infrastructure Build-Out (To Include Open Secret Storage (OSS), Controlled Access Areas (CAA), Protected Distribution System (PDS))	-180	-45	FAC	A		A
49	Obtain classified TB (cTB) IATO/IATC	-50	-40	FAC	I	A	I
50	Establish Customer Cutover Transition Team	-60	-30	SP	I		A
51	Demonstrate reach back solution established for NMCI users to their legacy networks	-60	-30	ENT	A		A
52	Demonstrate connectivity to the NOC	-30	-30	ENT	A		I
53	Obtain access badges for ISF personnel	-180	-30	SEC	A	A	A
54	unclassified Server Farm (uSF) installed. ST&E scan complete and package submitted to SPAWAR PMW 161	-48	-18	FAC	A	I	I
55	Obtain Temporary uSF IATO	-18	-16	FAC	I	A	I

Gov ID	EVENT	Recommended Start (calendar days before Cutover)	Complete NLT (calendar days before Cutover)	Functional Area	ISF	Gov PMO	Gov Customer
56	Finalize detailed, phased Cutover Plan	-30	-15	SP	A	I	A
57	Produce signed Printer Deployment Plan	-30	-15	SP	A		A
58	Base Infrastructure Operational (BIO) complete	-120	-15	ENT	A		I
59	Demonstrate Server Farm operational	-15	-15	ENT	A	I	I
60	Conduct Cutover Readiness Review	-14	-14	SP	A	A	A
61	classified Server Farm (cSF) installed. ST&E scan (ISF & Govt) complete and package submitted to SPAWAR PMW 161	-40	-10	FAC	A	A	I
62	Begin Legacy Data Migration	-7	-7	ENT	A		A
63	Establish Quarantine Plan	-30	-5	SP	A	I	A
64	LADRA Testing Complete. Refer to Legacy Applications Transition Guide (LATG)	-60	-5	HSS	A	I	A
65	Obtain Full IATO for uSF so unclassified seats can roll	-18	-2	FAC	I	A	I
66	Obtain Full IATO for cSF so classified seats can roll	-10	-2	FAC	I	A	I
67	Ready/Set/Go Process implemented	-30	0	SP	I		A
68	NMCI cutover begins (Production)	0	0	ENT	A	I	A
69	Remove non-NMCI, non-quarantined legacy seats. These legacy seats should be removed within 48 hours after Cutover	0	30	ENT	A	I	A
70	PKI Certification	-14	30	SEC	A		A
71	RAS Training Available	-14	30	AHT	A		I
72	Conduct NMCI User Training	-10	30	AHT	A		A

LEGEND
Functional Areas
SP = Strategic Planning
ENT = Enterprise
FAC = Facilities
HSS = Hardware/Software/Service
CON = Contracts
SEC = Security
ISF | Gov PMO | Gov Customer columns:
    A = Action
    I = Information
Complete NLT and Recommended Start days are listed in calendar days, not workdays

Events in Blue Text = USN Unique Events
Events in Green Text = USMC Unique Events
Events in RED BORDER indicate critical path items identified by RADM Munns
Events in BLUE BORDER indicate critical path items identified by CAPT Madsen

APPENDIX D.   MONTHLY SITE READINESS REPORT CARD

➢ **Gray areas indicate completion dates**
➢ **Complied using the Joint NMCI Transition Checklist located at:**
  http://nmci.navy.mil/Primary_Areas/Transition_to_NMCI/Transition_Tools/Transition_Tools

Preliminary Site Questionaire

Assumption of Responsibility

Legacy Application Deployment Readiness Activity

Claimant	Seat	PSQ	AOR	Equipment Turnover via 1149	GFF Turnover	User Data Submitted	LADRA	Quarantine Plan Complete	IATO	BIO	Server Farm Ready	Phased Rollout Plan Complete	Cutover Start
CLF	80	3/14/2003	6/10/2003	4/14/2003	2/24/2003	7/2/2003	6/26/2003	7/7/2003	5/14/2003	6/19/2003	6/8/2001	7/3/2002	7/25/2003
NAVAIR	78	1/27/2003	6/28/2003	1/7/2002	1/7/2002	6/5/2003	8/27/2003	8/12/2003	3/13/2003	8/5/2003	3/13/2003	1/7/2002	8/27/2003
NAVFAC	94	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003	8/12/2003	3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003
NAVSEA	9	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003		3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003
NMOC	9	1/27/2003	6/28/2003	6/16/2003	6/16/2003	6/5/2003	8/27/2003	1/25/2002	3/13/2003	8/5/2003	3/13/2003	5/23/2003	8/27/2003

Government Furnished Facilities

Interim Authority To Operate

Base Infrastructure Operational

APPENDIX E.   SEAT ACCEPTANCE CHECKLIST

BEFORE CUTOVER:
☐ Read the Ready/Set/Go documentation.
☐ Move data to MIGDATA folder per Ready/Set/Go documentation.
☐ Attend NMCI training.
☐ Obtain PKI card **IF** you are going to get a laptop
☐ Get copy of seat order (CLINS) from your CTR/ACTR.
☐ Get a copy of the Legacy Applications submitted (for your seat) from the CTR/ACTR.

BEFORE YOU SIGN FOR YOUR NMCI MACHINE:
1. Verify items you should have (ask the NMCI installer to show you):
   ☐ Verify that each CLIN is present (i.e. memory size, CPU speed, peripherals such as CD-ROM) on NMCI workstation.
2. Start Up:
   ☐ Verify that NMCI workstation boots with out error.
   ☐ Test each peripheral works (non network items) (i.e. CD-ROM etc.).
   ☐ Test network printer services.
   ☐ Test access to home drive (i.e. H: drive) and network drives.
3. Check Folders and Files:
   ☐ List Legacy icons and compare with NMCI icons.
   ☐ Test Legacy apps present either on NMCI machine or Quarantine machine.
   ☐ Review drive mapping for applications.
4. Review your data from your legacy machine:
   ☐ Insure that your data is transferred to your C: drive MIGDATA file / Orphan files.
   ☐ Move MIGDATA / Orphan files to H: drive.
5. Windows 2000 Applications:
   ☐ Test Microsoft Office applications
   ☐ Test Outlook by sending and receiving mail.
   ☐ Check availability of non-NMCI address in Global Address List (GAL).
   ☐ Check for all public and private folders.
   ☐ Check calendar, personal contact list and address books
   ☐ Test I. Explorer and Netscape Navigator check for your favorites and bookmarks.
   ☐ Send notification to all of your contacts that your email address changed.
6. Just RAS (notebook) users only:
   ☐ Verify that notebook can log into RAS account.
   ☐ Verify email connection.
   ☐ Verify Internet connection and websites.

Ready, Set, Go guide is available at http://eds.com/nmci/transition.htm

Review ordered CLINS and legacy applications (from the User to Application Mapping) with your site's Customer Technical Representative (CTR) or Assistant Customer Technical Representative (ACTR) prior to rollover. (The sooner the better!).

Public Key Infrastructure (PKI) and Remote Access Server (RAS) is used on laptops to access your accounts while on TAD

APPENDIX F.   WEB LINKS

Top Four websites:
- https://www.peoit-portal.navy.mil
  - Provides internal PMO sources.
- http://www.nmci.navy.mil
  - Provides a basic understanding of various aspects of the NMCI program and contains information for the transitioning user in.
- http://www.nmci-isf.com/
  - Provides transition information and numerous links for details concerning specific transition activities and processes.
- http://enterprise.spawar.navy.mil
  - Provides up-to-date information concerning the NMCI Contract from the PMO.

NMCI Ordering Interface System (NOIS) and Working Group:
- https://nmci.navair.navy.mil/nois_wg.cfm

Graphically depicts Integrated Order to Deliver (IOD) process and system interactions for ordering process via NOIS
- http://www.peo-it.navy.mil/media/nmci%20IOD%20END%20TO%20END.GIF

NETWARCOM Web Site
- www.netwarcom.navy.mil

Official Navy Information Security Web Site
- www.infosec.navy.mil

CONUS Per Diem sites
- http://www.dtic.mil/perdiem/pdrform.html
- http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml

Personnel Locator
- http://www.navydirectory.smartlink.navy.mil
- http://www-library.itsi.disa.mil/
- http://www.itsi.disa.mil/links.html

Others
- Commander Navy Region Southwest http://www.cnrsw.navy.mil/
- Commander Navy Region Southeast http://www.comnavregse.navy.mil
- www.chinfo.navy.mil/navpalib/bases/navbases.html (List of Navy Bases)

The Workstation Countdown Ready is when the users are given guidance on how to prepare their computers and files to undergo migration. The Workstation Countdown Set is when the users create migration folder and move data to the new folder, exporting the Favorites and Bookmarks and mapping network drives. The Workstation Go is when the workstation is installed, and the users are then accessing and downloading the migration folder, open the saved Bookmarks/Favorites, use of new security profiles, and how to submit Request for Assistance.

Transition Documents	Site Link:
Workstation Countdown Ready	http://www.nmci-isf.com/migration/ReadyGuide.pdf

Workstation Countdown Set   http://www.nmci-EDS.com/migration/Set_Guide_WinME.pdf

Workstation Go   http://www.nmci-EDS.com/migration/MigrationGoGuide.pdf

Program Executive Office for Information Technology (PEO-IT) Web Site
- http://www.peo-it.navy.mil/

Contains Information on:
- 20K Daily Cutover Status
- 100K Seat Order Schedule List
- Link to NOIS Working Group Web Site
- Under Fact Files contains NMCI General Information, NMCI Security,
- NOIS Training Calendar

SPAWAR HQ NMCI Web Site:
- http://enterprise.spawar.navy.mil/spawarpublicsite/

  SPAWAR Contract/Attachments/Mods:

- https://nmci.spawar.navy.mil/cl_contract_award.html

Download NMCI contract, attachments and latest mods

SSC Charleston's NMCI Web Site:
- http://corpweb/nmci/index.asp

Information on subjects below, plus more:
- S&T Seats: http://corpweb/nmci/sandtseats/index.asp
- Seat Ordering Aids: http://corpweb/nmci/seatorderaids/index.asp
- Developer Info: http://corpweb/nmci/developers/index.asp

SSC Norfolk's NMCI Web Site:
- https://iweb.scn.spawar.navy.mil/nmci/index.htm

Good general information

NMCI Facilities Requirements (NAVFAC):
- http://www.efdsw.navfac.navy.mil/05/05I/NMCI.htm

Includes information on NMCI Facilities Standards and Guidelines, Monthly Reports, Facilities Briefs, etc.

Naval Network and Space Operations Command (NNSOC) NMCI Web Site:
- https://www.nnoc.navy.mil/nmci/index.htm

Information includes:
- NMCI Governance
- NMCI Transition

- NMCI Operations
- NMCI Security

GSA Advantage

o https://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp

Excellent web site to obtain market research and pricing for Independent Government Estimates (IGE's) for unpriced CLIN's.